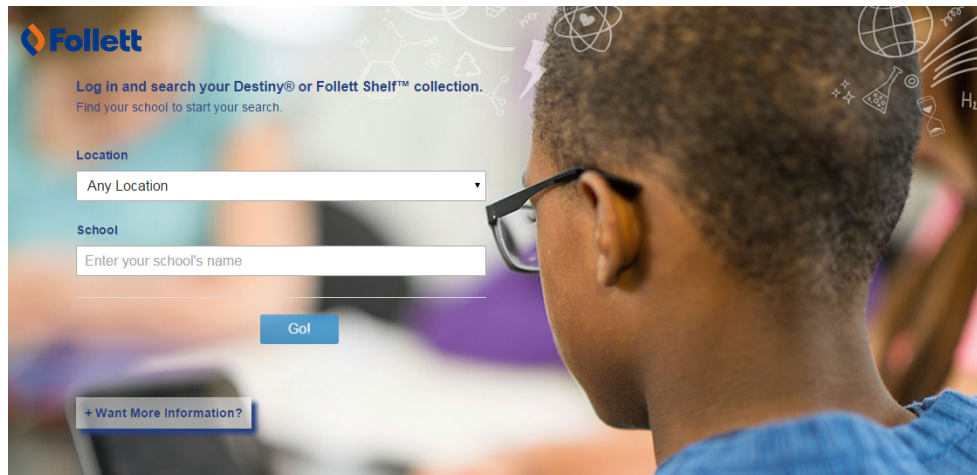# Getting Started with eBooks in Universal Search

It's easy to find, check out, and read eBooks with Destiny's Universal Search. Save notes, highlights, and bookmarks that you can access even after you return the eBook.

Log In

Accessing Universal Search

Before you can access your library's resources, you need to sign in to Universal Search. Use the following steps to access Universal Search from outside your school:

1. From any browser, go to www.gofollett.com.

2. Use the **Location** drop-down to select your state or province.
3. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.
4. Click **Go!**.
5. From the top toolbar, select **Login**.
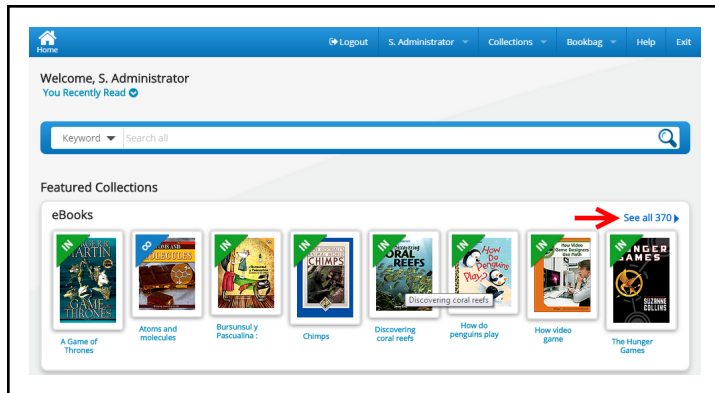6. Type your user name and password, and then click **Login**.

Note: If you are already in Destiny, you can access Universal Search from the **Catalog** tab, **Universal Search** option.
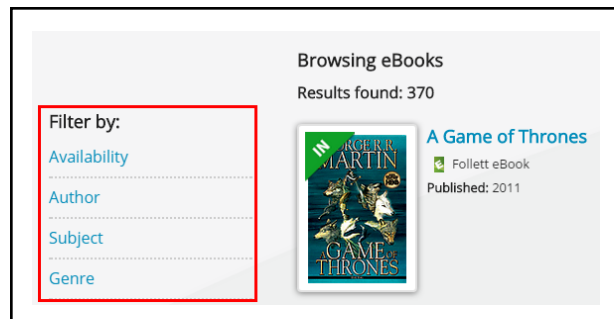
Search

There are multiple ways to find eBooks. You can start by browsing only eBooks or performing a search of all resources.

To browse your library's eBook collection:

1. On the eBooks Featured Collection ribbon, click **See all**. Or, from any page, click **Collections** on the top toolbar.
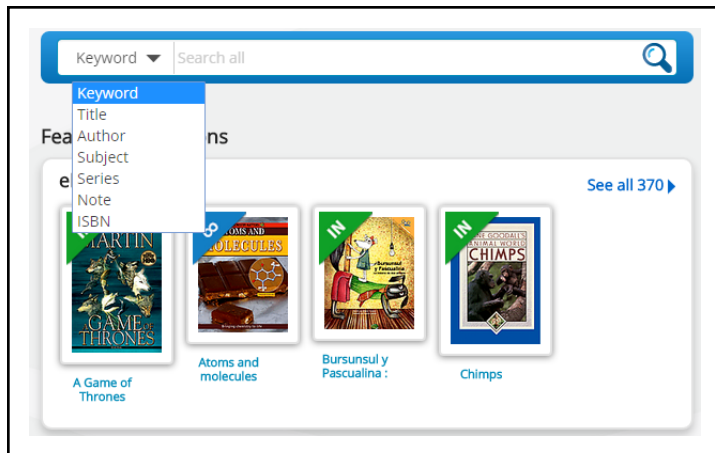

2. To narrow down the eBooks you're browsing, use the search limiters.

Note: If you conduct a search from the Browsing eBooks page, the Digital Search Results page appears. Search results for other material types can be accessed by clicking the **All, Books**, or **Databases** tab.
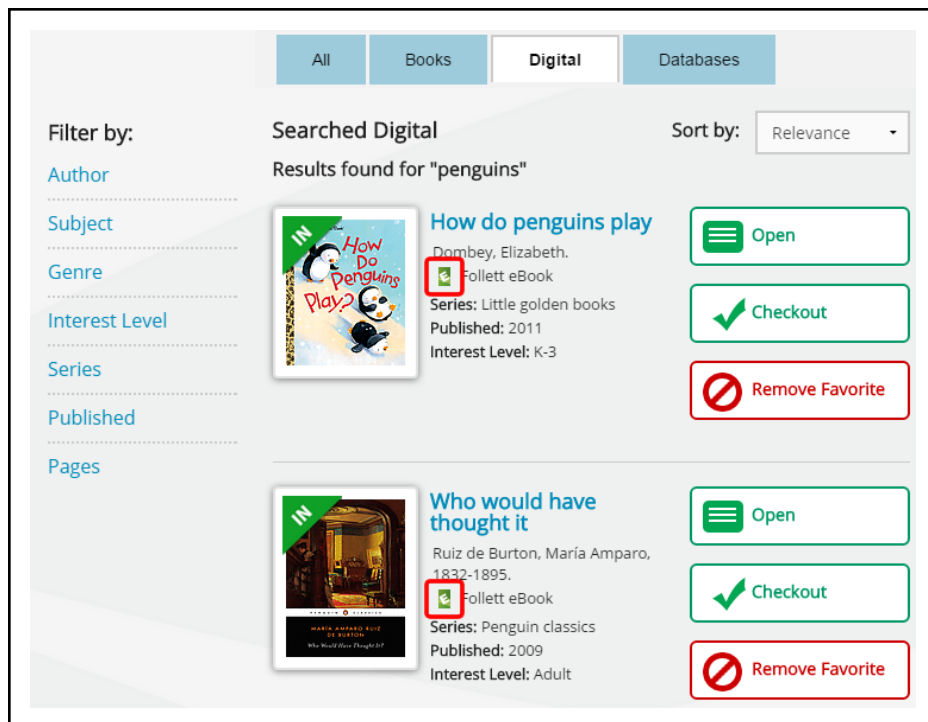
To view eBook search results in a search for all resources:

1. Use the drop-down to select the type of search you want. If you skip this step, Universal Search performs a keyword search.

2. In the **Search all** field, type your search term.

3. Press **Enter** or click 🔍.

4. To view search results that are a specific material type, click **See all** in the appropriate ribbon, or click the appropriate tab. To narrow your search, use the search limiters.

The ⓔ or ⓔ icon appears when the material type is an eBook. ⓔ indicates the item is a Follett eBook, which means you can use the Notebook feature.

The search results show whether there are available copies. Some eBooks have unlimited copies.

Click the cover or title for more information about an eBook.

Check Out
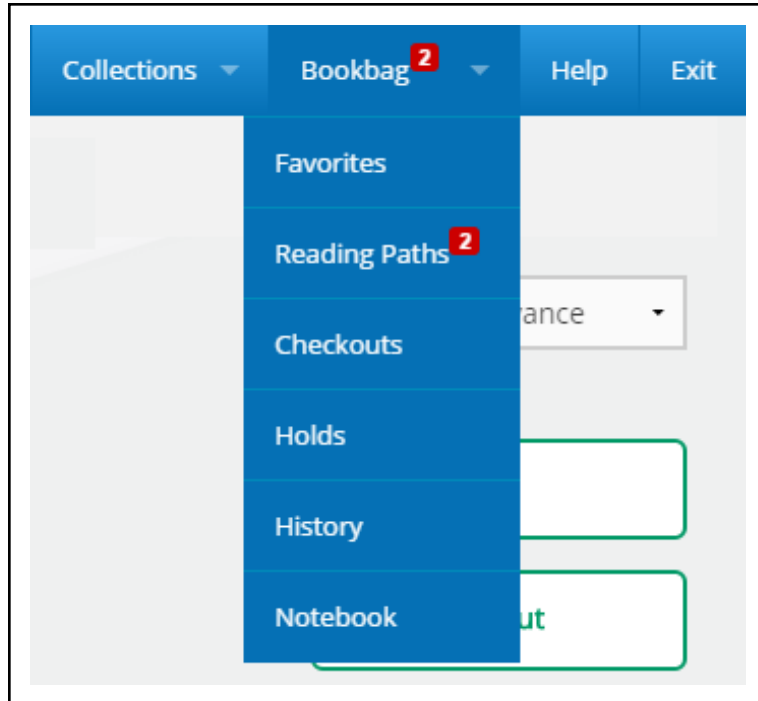
There are two ways to check out eBooks:

- From the search results: Click **Checkout** next to the title.

- From an open eBook: Click **Checkout** from the Information side-bar. (To open the Information side-bar, click ⓘ.)

If there are no available copies of a title and your school lets you place holds, click **Hold** to place a hold.

Read
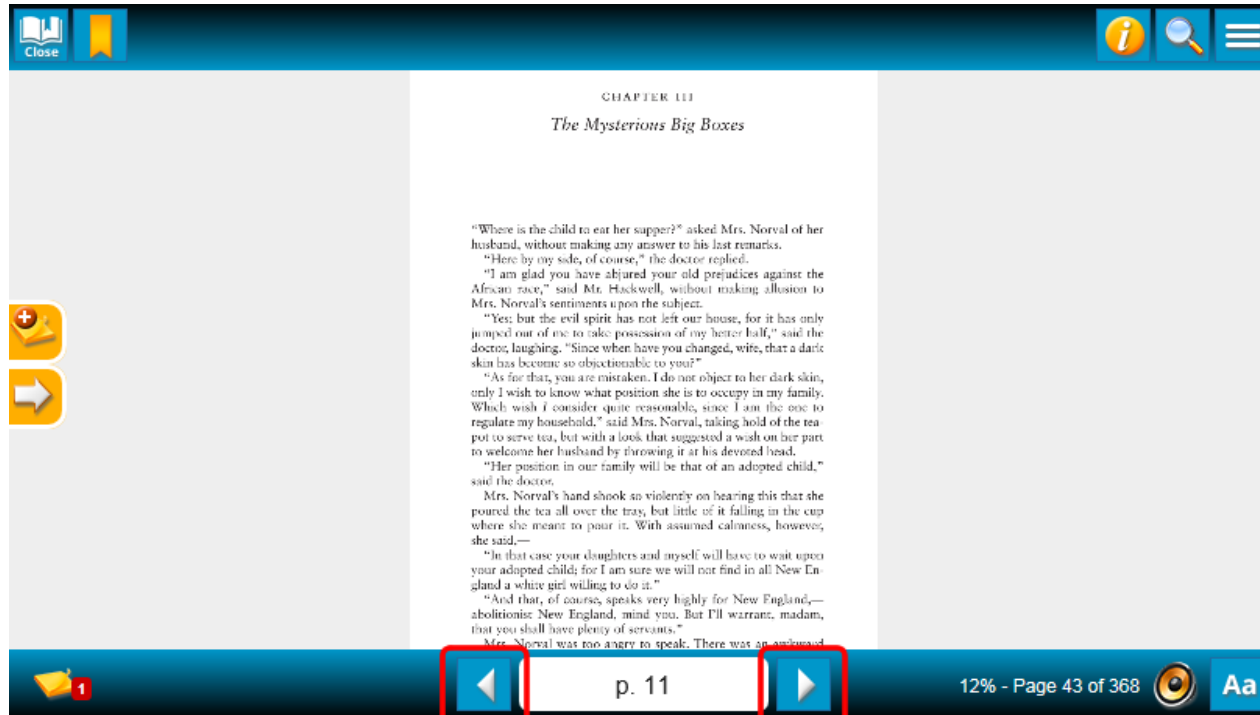
To read a checked-out eBook:

1. Select **Bookbag > Checkouts**.

2. Next to the eBook you want to read, click **Open**.

You can access display options, page notes, bookmarks, information about the title, and more from the toolbars.

- Click anywhere on a page to view or hide the toolbars.
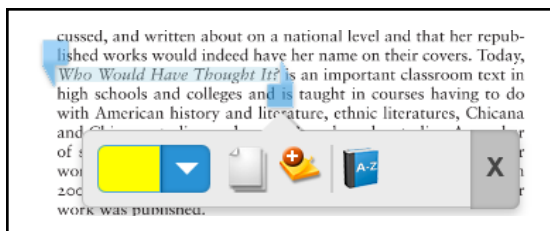- Use the forward or back arrows to turn the pages.

Note: If you open a Follett Audiobook, play options appear on the toolbars.

Take Notes

Click on any page to mark a place in the eBook you want to come back to later. Then, type a name for the bookmark.

Click on a word, or click and drag on a passage to access the highlighter, highlight note, copy-paste, and dictionary features.

To access your notes, click the **Notebook** slider . View the notes for the current title, or click **All Titles** to see all of your notes, even if the eBook is not available.

Return

To return or renew an eBook from Universal Search, select **Bookbag> Checkouts**, and then click **Return** or **Renew**.

Note: Checked-out Follett eBooks and Follett Audiobooks are automatically returned on their due date.

Read Offline from Your Mobile Device

The BryteWave™ K–12 Edition app lets you download an eBook while you're online that you can access later offline. It's available for iOS devices, Android devices with access to Google Play, Nook HD, Nook HD+, Kindle Fire HD, and Mac and Windows laptops!